

Business Office Notes  
November 2024

Appropriation Number	Appropriation Desc.	Notes
10001	Earnings from Investments	Over annual budget by \$6,188 with an estimated \$24,000 left to post before year end.
10003	Library System Grant	Received a check in December from CCLS, NYLA Travel Grant \$800
10004	Gifts, Grants, & Donations	Over annual budget by \$6,244; this line includes \$20,234 from the Friends, \$10,481 from O'Connell, \$5,000 from Manley, \$3,227 from Burdus. There will be additional Burdus funds arriving in December for an estimated \$6,000 & \$5,000 check from John Henry Eldred Jr.
10010	State Aid Other	Recognized State Aid construction revenue for Advent and FSC (data wire and security cameras)
100/102/103	Professional, Support, & Maintenance Staff	Accrual reversal in January 2024 for \$13,763. New accrual recorded in December 2024 estimated to be \$23,000. Professional staff under budget due treasurer being budgeted at 8 hours per pay period but actual hours worked were less (\$5,732.10 less than budgeted through 11/29 pay) & amortizing librarian over year but wages started in August. Support staff under budget due to librarian assistants & page hours worked under budgeted. Maintenance staff under budget due to staff that was out for extended period (returned in April) & current staff requesting reduced hours. Estimated total payroll to be under annual budget by \$26,000.
200	State retirement	Invoice paid in November for \$88,496. 2025 estimated invoice \$102,067.
201	Unemployment	None.
202	Social Security	Lower than budgeted due to salary lower than budgeted. Estimated annual expense of \$60,000.

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203	Workmen's Compensation	Paid over 10 months. No payments to be made April and May. Total policy not including prior year audit \$4,883.71 (7/1/24-7/1/2025). 25% of total policy premium paid in June. Remaining 75% to be paid over 9 installments. Audit adjustment for policy year 7/1/23-7/1/24 \$810.92. Total for 2024 should be \$7,364.51 (under budget).
204	Disability and Paid Family Leave	Paid quarterly. Will make 4th quarter payment in December. Notification of a Hartford internal audit 9/4/2024 to cover past two years. Enriched disability offering to be billed as a % of payroll dollars. Hartford was billing \$0.34/male and \$0.55/female per month. After 2 year lookback total additional owed for 2022 Q3/Q4, 2023 Q1-Q4, and 2024 Q1/Q2 \$7,766.62. New quarterly billing will be approximately \$2,000 instead of \$900. Owed amount paid 9.30.2024. Planning to switch over to NYSIF for disability and paid family leave as of 1/1/2025.
205	Health Insurance and other health benefits	Estimated annual spend \$54,436.88; Ind. Health, Highmark, YMCA, and HSA contributions. Health insurance incentive payments were issued in November.
300	Microfilm periodicals	Paid 1x/year. Paid in January.
301	Books	Overall book spend in 2024 is still slightly down compared to 11 month 2024 budget but \$12k more than this time last year. January 2025 Baker & Taylor (books received in December 2024) expense will be back dated into 2024. That leaves 2 months of expense still to post. Need to spend \$6,414/month to spend annual budget.

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305	Periodicals	WT Cox paid in December for \$8,145.50, Value Line also paid in December for \$1,678. With other annual misc. periodicals the annual expense is estimated to be \$13,500.
307	Electronic Resources	Overdrive credit of \$9,000 to be purchased in December. Leaves \$5,000 to be spent over the month on E-Books and E-Audio. Expecting to spend annual budget.
308	DVD's	Not buying as many, not as popular with all of the streaming services.
400	Fuel and utilities	Total estimated annual spend of \$27,250, under budget by \$8,715.
402	Insurance	<p>D&amp;O policy paid in full in March for \$2,000. (prior year the policy cost was \$1,956); Utica actual spend for remainder of year \$1,458 (Increases: Auto 0%, Property 15%, Liability 15%), Hedley actual spend for remainder of year \$1,372.88.</p> <p>Utica - Auto, Commercial Property, Liability Hedley - Cyber Philadelphia - D&amp;O</p> <p>Estimated annual overall spend \$16,681 The Utica property portion of the bill increased by \$896.13 when increasing covered building value.</p>

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404	Other operations and maintenance	Bank of America \$198.75 - weed killer, mulch, popcorn machine parts, Raid, Austin Locksmith \$273.35, Bj's Carpet Cleaning \$3,545, CRH \$1,425 - snow plowing, Jay's Automotive/Jeff Shaw \$1,000 plowing, Doyle \$479 - security camera tech support, FSC \$862 - Fire Alarm HVAC shut off repair, FSC \$1,090 Alarm net & fire alarm service agreement, Integrated Fire Protection \$50, Mazza \$15,840 - 4 quarters maintenance, Mazza \$10,140 - repairs, Morgan \$50 - paper towel dispenser, Nick Shembeda \$846.57 - water fountain repair, filter replacement, Southern Tier \$1,057.5 - pest control, Stormer \$620 - prior year repairs, U&S services \$904.50 HVAC control training & service contract, Uniform Warehouse/Amazon \$555.71 - security uniforms, Valpro \$192.60 - vacuum repair, Walmart \$8.56 - glass, Western NY Glass \$49.16 - display stand glass, Worth W. Smith \$396.54 - misc. Total spend \$39,584.24, known spend for remainder of year \$578 (pest control & roof drain cleaning). Estimated final spend \$40,162.24. Over budget by \$162.24. Vacuum repairs potentially needed or a new commercial vacuum purchased.
500	Office and Library supplies	If staff members spend remaining allocated budgets in December this appropriation line would finish at \$30,000.
501	Computer Supplies	Only items posted here are paper and toner. Expected to come in under budget for the year with expected total annual spend of \$5k.
505	Publicity and Printing	Estimated to finish at \$3,500 for the year, under budget by \$2,000.
506	Outreach	Budget spent, Love in Action donated \$300 to offset some books purchased.

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507	Travel	Staff reminded about the ability to attend trainings with approval. Library visits to continue as well. NYLA conference attended to increase travel/prof development expense. Will come in under budget for the year.
509	Professional Fees	Paid \$12,000 to auditor in February. Much less than prior year as we've paid fewer legal fees and did not have an invoice for \$4.7k to Thelma & Louise in 2024. Approximately \$1,600 remaining in staff budgets for presenters. This leaves \$4.5k for other professional fees in 2024 over 1 month.
511	Technology and Equip Purchases	3 computers with 24" monitors paid for in December totaling \$2,253. This leaves \$2,500 left for Chad to spend on additional tech needs in December.
602	O'Connell	On track to spend \$11,700 of O'Connell funds and would carry over \$8k into future years.